

PRA REVIEW CHECKLIST

This checklist is to be completed by the PRA sponsor before formally submitting an information request for review and clearance. The checklist must be sent with the submission.

PRA Tracking Number: _____ **OMB Control Number (if assigned):** 0648-xxxx

PRA Name: _____

Submitter (line office and regional office/science station) _____

#	Checklist Item	Y/N/NA
1.	Does the request include: - an OMB-83I (PDF file only), - a Supporting Statement (Word or WordPerfect file only), - copies of any and all collection forms, - the portion of a law authorizing the activity, - any associated existing regulations, and - the Federal Register Notice that solicited comment on the submission and proposed or final rule?	
2.	Is everything in electronic format (an electronic format that can be integrated into a PDF file)?	
3.	Have the most recent formats of the OMB-83I and Supporting Statement been used?	
4.	Have all of the OMB-83I and Supporting Statement questions been fully and properly answered (e.g., does answer #2 of the Supporting Statement address the Information Quality Guidelines)?	
5.	Does the Supporting Statement describe what information is to be collected, why, and how it is to be used?	
6.	Does the collection duplicate any other information being collected, and if so, is such duplication addressed and justified?	
7.	Do the documents actually address just the information collection in question (and not include text copied from some prior submission that talks about extraneous matters)?	
8.	If forms and/or a proposed rule are involved, does the Supporting Statement description match the contents of the forms/rule?	
9.	Does the math compute - are the hour burdens and dollar costs correctly arrived at?	

#	Checklist Item	Y/N/NA
10.	If confidentiality is promised, is there a law to back this up? NAO 216-100 by itself is not sufficient.	
11.	Does answer #3 of the Supporting Statement agree with GPEA submissions?	
12.	If comments were received on the Federal Register Notice, does #8 address the comments?	
13.	Are the estimate response times in #12 of the Supporting Statement realistic? Do they include the time to collect and review the information, and not just the time to fill out a form or report the information?	
14.	Do the costs in #13 of the Supporting Statement properly exclude valuations of the response time (no salary costs for the burden hours)? Do they include mail and copying costs, fees, legal costs, etc.?	
15.	Does #15 of the Supporting Statement correctly identify program changes versus adjustments (if any)? Do these agree with blocks 13 and 14 on the OMB-83I? (NOTE: all new collections or reinstatements are automatically program changes.)	
16.	If there is sampling involved, has Section B of the Supporting Statement been completed? Does it make sense? Does it meet OMB standards (particularly a 60% response rate from the sample chosen)?	
17.	If Social Security Numbers are required, have they cited the law that authorizes them to do so? (If a permit, license, loan, or grant is involved the Debt Collection Act may require that the SSN be obtained.) If the SSN is a voluntary field, have they justified the need for it?	
18.	If the submission is a request for renewal of PRA clearance, does it either address all of the previously-approved requirements or surveys, or explain why they have been eliminated?	
19.	Does the overall justification make sense?	
20.	If collection forms are involved, do they display all of the required PRA information (Web surveys may link to the information except for the OMB # and expiration date, which must be on the initial survey screen). If not, does the Supporting Statement justify not displaying some or all of the information?	
21.	If there is a collection form, are all of the questions germane to the stated purpose and appropriate to the respondent type (e.g. don't ask shoreside processors about their vessel characteristics)?	
22.	Is guidance provided with the form clear and does it match the actual form?	
23.	Do the entry areas on the form provide enough room to actually enter the information requested?	

#	Checklist Item	Y/N/NA
24.	Do the questions on the forms match the requirements of the associated regulation (if any)? If the regulation details information requirements, the form must be consistent with those details.	
25.	If the survey asks about ancestry or ethnic origin, do those questions comply with OMB guidelines (See www.whitehouse.gov/omb/fedreg/ombdir15.html)	
26.	If a proposed rule is involved, does the classification section properly address the information requirements?	
27.	If this is a revision to an existing collection: - Is the title of the OMB-83I the correct title for the overall collection (as opposed to the name of the revision action)? - Are the numbers in 13 and 14 comprehensive? - If block 6 asks for 3 years approval, does the attached Supporting Statement address all of the collection's requirements (not just the revision)? If the Supporting Statement doesn't, the existing expiration date must be used (e.g. 06/04)	